

Gloucester Supplementary Regulations

March 16, 2005

The Gloucester Retirement Board shall conduct a simultaneous election for the two elected members of the Board. Both terms of the elected members shall be for three years and expire on the same date. In conducting the election, the Board shall place all candidates who have been nominated in conformance with 840 CMR 7.04 on one ballot. All eligible candidates shall be listed on the ballot in an order determined by a random drawing of the names of the candidates. In the event that only two candidates have been nominated, the Board shall declare said candidates to be the elected members of the Board, no elections shall be held, and said candidates shall take office and serve in all respects as though he or she had been elected by election. If there are more than two candidates, an election shall be conducted and each member of or retired from the Gloucester Retirement Board shall be allowed to vote for not more than two candidates. Upon tabulation of the ballots, the two candidates who receive the most votes shall be declared the elected members of the Board.

January 2, 2001	Membership	In order to be eligible for membership in the Gloucester Contributory Retirement System, permanent part-time or permanent full-time employees must be hired to work at least twenty (20) hours per week in a calendar year. A permanent part-time or permanent fulltime employee is defined as any employee who is hired to work at least twenty (20) hours per week in a calendar year, or if employed in more than one position, such that when the hours of employment are added together those hours shall equal at least 20 hours per week in a calendar year. Any additional time worked on a temporary or employee elected basis, such as additional shifts; filling in for vacation or sick time, do not count towards the twenty hour minimum requirement for membership
September 27, 2000	Forms	<u>Affidavit of Marital Status Upon Retirement</u> and <u>Member's Notification of Rights of the Gloucester Retirement Board Under M.G.L. Chapter 32</u>
April 23, 1997	Veterans' Service Buy-Back Regulations	1.) An eligible member may not receive additional creditable service until the member has paid into the annuity savings fund of the system the total amount required by chapter 71 of the acts of 1996, Veteran Buy-Back Law. This payment may be made "in one lump sum" or in installment payments. Installments may be spread evenly over a maximum period of five years with a minimum bi-weekly payment of \$20.00 There will be no interest charge on any outstanding balance. 2.) If a member has decided to purchase this additional creditable service and

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		installments have already been paid, moneys are not refundable except upon the member's termination of service as provided in G.L. c. 32, § 10(4) and 11(1). 3.) The total veteran's buy back payment must be paid in full prior to the member's effective date of retirement. Creditable service would be prorated based upon any unpaid balance.
April 12, 1994	Membership	Permanent provisional employees are eligible to enter the system at once.
April 12, 1994	Creditable Service	A full year of creditable service for each school year employed for regularly employed full time school cafeteria employees shall be granted, subject to review at the time of retirement.
April 12, 1994	Membership	Substitute employees at no time shall be allowed membership in the system.
April 12, 1994	Buy-Backs	Members requesting to make-up time toward creditable service must present to the board payroll records not W-2's to back up the period of time requested for creditable service.
April 12, 1994	Creditable Service	Members who have worked under the CETA program may be allowed to make up this time toward creditable service.
April 12, 1994	Membership	All temporary full time employees who are scheduled to work at least 20 hours per week for the calendar year are eligible for membership.
September 8, 1993	Forms	Approval of Spousal Acknowledgment to Retirement Option Blank as supplementary rule of the Retirement Board.
May 24, 1993	Forms	Approval of Disability Retiree Medical Questionnaire and Disability Retiree Employment and Earnings Verification Form as supplementary rules of the Retirement Board.

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December 14, 1984	Membership	Effective 8-12-80 all part-time employees who work at least 20 hours per week within a calendar year must become members of the Retirement System.
December 14, 1984	Creditable Service`	An employee who averages 20 hours or more per week will be credited a proportionate share of a year's creditable service.
December 14, 1984	Membership	Effective 8-12-80 Teacher's Aides or anybody doing work of a similar nature will not be admitted as members in the pension system until they have completed 6 months of employment.
December 14, 1984	Membership	Civil Service provisional employees must wait 6 months to be eligible for membership, except those otherwise disqualified by law. All others such as those employees who are permanent or those appointed by the Mayor or City Council are admitted immediately. (Superseded by supplementary rule approved 4/12/94).
December 14, 1984	Membership	Effective 8-12-80 a person whose sole service to the City of Gloucester is considered less than full time shall be ineligible for membership in the Retirement System.
December 14, 1984	Public Records	All medical and financial records pertaining to an employee in service or retired are not public records but are records of the retirement board.
December 14, 1984	Membership	Gloucester Housing Authority temporary full time employees must wait 6 months to be eligible for membership. (Superseded by supplementary rule approved 4/12/94).
December 14, 1984	Signature Requirement	In order to insure the proper individual is receiving the benefits to which he/she is entitled, every retiree or beneficiary receiving a pension from the City of Gloucester is required to file his/her notarized signature with the Gloucester Retirement Board. Failure to return the specified card, properly filled out, within ninety days of postmark, will result in the suspension of benefits.